

Index of Risk Assessments

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 Saint Frai 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 Saint Frai Pilgrims or helpers	Medium
6.	Safety in the Saint Frai	Accidents involving Saint Frai Pilgrims and helpers	Low
7.	Safeguarding all Pilgrims	Failure to safeguard all pilgrims	Low
8.	Saint Frai Pilgrims Becoming Lost	Saint Frai 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 Stagiers (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	Low

Activity	Activity being Assessed	Hazard	Risk Rating following controls
		right, height of pavements	
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 Saint Frai pilgrim to and/or from another Diocese	Inadequate medical information	Medium
25.	Night Shift Safety	Lone working, harm to Saint Frai pilgrim and Helper due to reduced numbers on shift	Medium
26.	COVID	Contraction of COVID19	Low

1. Medical Emergencies

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Pilgrims becoming ill			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	2	6	Medium
Who is at risk	St Andrews & Edinburgh Pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • All Doctors must have current GMC registration, licence to practise and defence cover checked • All Nurses PIN numbers will be checked • All Saint Frai Pilgrims will have completed a medical form which will be assessed by medical team. • All Saint Frai Pilgrims will receive a medical assessment • Any pilgrims requiring assistance to be notified to courier as soon as possible • Decision on fitness to travel taken by Chief Doctor • All helpers attend mandatory preparation sessions and are made aware of their remits and recognise limitations and how to summon medical assistance • All pilgrims must disclose relevant medical information, should that change prior to travel, Chief Doctor must be informed • All helpers must be aware of procedures in the event of any accident or emergency • Sick pilgrims and helpers advised to have a valid personal European Health Insurance Card/Global Health Insurance Card and bring adequate medication • Doctors have access to medical supplies from Pilgrimage stock and local pharmacies • In emergencies, Doctors and Nurses are informed of procedure to summon emergency services and arrange hospital admission with aid of travel agent • Wherever possible doctors and/or nurses will be present on designated Saint Frai flight and at all ceremonies where significant numbers of assisted pilgrims are present • 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 • COVID illness is covered in Risk Assessment Number 26 			
Who implements control measures and when	Pilgrimage Doctors and Nurses throughout Pilgrimage.			
Review required	After the Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	3	9	Medium

2. Distributing Medication

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Unqualified pilgrims administering medication			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	4	12	High
Who is at risk	Anyone requiring medication.			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Chief Doctor to verify GMC number and license to practice • Chief Nurse to verify with Nursing & Midwifery Council (NMC) that the applicants' PIN number is valid without restrictions • Chief Doctor and Chief Nurse to meet with their team before allowing them to perform duties • Only identified nurses distribute medication 			
Who implements control measures and when	Chief Doctor and Chief Nurse before Pilgrimage.			
Review required	After Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low

3. Management of Medication

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Medication error			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	3	9	Medium
Who is at risk	Anyone requiring medication			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Advise helpers of the medication policy • Only doctors with current GMC licence or nurses with current NMC registration are permitted to dispense and supervise medication • All Saint Frai Pilgrims, registered hotel pilgrims and registered helpers to provide a medical form prior to Pilgrimage detailing their medication details and their general health • Prior to Pilgrimage all Saint Frai Pilgrims are assessed as to their ability to manage medication independently and are made aware of medication policy • Saint Frai Pilgrims to continue to be assessed informally by medical team throughout Pilgrimage week as to their ability to manage their own medication • All medication brought by Saint Frai Pilgrims must be clearly labelled by their pharmacist • Saint Frai Pilgrims must store their medication in a responsible manner if it is not being stored by the medical team • Only key nominated nurses administer routine medication • Medication is administered from a secure trolley and kept in a locked room • Any medication errors will be investigated and recorded on the incident form by The Chief Doctor and The Chief Nurse • Helpers are advised to minimise interruptions during administration of medication 			
Who implements control measures and when	Doctor and Chief Nurse before and during Pilgrimage			
Review required	After Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

4. Conduct of Helpers and Ability to Provide Care

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Inadequate care of Saint Frai 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			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	4	3	12	High
Who is at risk	All pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Mandatory attendance at preparation day for all helpers to explain responsibilities for individuals and their behaviour, reinforced by helper's booklet • All helpers follow code of conduct and advice provided on alcohol for helpers • All helpers to be continually aware of the impact of their actions have on others • Signature on Application form to accept responsibility for behaviour (Parent/Guardian if 16 or 17) together with under 18s agreement of responsibility for Youth for Lourdes (YFL) • Helpers are asked to advise their head of department of any factors which may affect their ability to carry out tasks • Youth Group leaders monitor situation and ensure safety of Youth for Lourdes (YFL) • Telephone number for hospital and emergency services and heads of department given to all helpers • 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 Saint Frai pilgrims • Basic information available to all volunteers working with pilgrims in the Saint Frai • Medical team to liaise with team leaders regarding any change in condition or care requirements • Helpers advised to be aware of their limitations 			
Who implements control measures and when	All helpers throughout the pilgrimage and overseen by the Heads of Department			
Review required	After Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	3	9	Medium

5. Moving and Handling

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Injury to Saint Frai 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).			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	4	3	12	High
Who is at risk	People being lifted People doing the lifting			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> 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) Where possible use mechanical aids (if trained) If there are no mechanical aids, use manual aids where possible All helpers to undertake BLMA online training which includes moving and handling Helpers are advised to be aware of their limitations Ensure there are enough physically able helpers capable of coping with moving and handling needs of whole Pilgrimage When carrying out a manoeuvre ensure on the spot assessment and use the LITE mnemonic Prior to Pilgrimage, medical team carry out visits to Saint Frai Pilgrims to establish mobility and moving and handling requirements Heavy baggage to be marked or labelled Ensure at least 2 people are involved in handling heavy baggage 			
Who implements control measures and when	Heads of department prior to Pilgrimage and all helpers during Pilgrimage			
Review required	After the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

6. Safety in the Saint Frai

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Accidents involving Saint Frai pilgrims and helpers			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	3	9	Medium
Who is at risk	Saint Frai Pilgrims, helpers and visitors			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Briefing and preparation of helpers at mandatory practical preparation session • Appropriate number of helpers required at meal times to negate congestion and therefore injury • Thermal flasks must be used to transport coffee and tea • Floors not to be washed while Saint Frai Pilgrims are in room • Signs used to indicate wet floor hazard • Dedicated team in tisanerie – no congregating of helpers allowed around tisanerie • Any obstructions such as chairs, wheelchairs must be removed to safe area in accordance with Saint Frai Fire Safety policy • Bedrails used where required • All helpers are aware of Saint Frai Pilgrims' needs and adequate supervision is in place • All pilgrims are informed of Saint Frai Fire Safety procedures at first mass and through appropriate signage • Helpers to be aware of appropriate behaviour as per Risk Assessment 4 • Any incident will be investigated and recorded using incident form 			
Who implements control measures and when	Heads of department			
Review required	After the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	2	4	Low

7. Safeguarding all Pilgrims

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Failure to safeguard all pilgrims			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium
Who is at risk	All pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • All helpers must be properly approved in line with Government and Church procedures • All helpers must undertake Safeguarding Training • Any disclosure will be dealt with by the Safeguarding Coordinator 			
Who implements control measures and when	Safeguarding Coordinator and Heads of Departments			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	3	3	Low

8. Saint Frai Pilgrims Becoming Lost

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Saint Frai Pilgrims becoming lost			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium
Who is at risk	Saint Frai Pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • The Medical Team will carry out an assessment of all Saint Frai pilgrims and identify who requires to be accompanied by a helper • All helpers made aware of risk as required • All helpers are aware of Saint Frai Pilgrims' needs • All Saint Frai pilgrims and helpers to wear Pilgrimage photographic identification badge • Ensure that Saint Frai Pilgrims are 'signed out/in' when leaving and returning to the Saint Frai 			
Who implements control measures and when	Pilgrimage Director and Heads of Department to brief their helpers at preparation day and start of Pilgrimage			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	3	3	Low

9. Travelling by Coach

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Moving traffic, moving and handling people and baggage, poor operating practice by the coach company			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	5	10	High
Who is at risk	Pilgrims travelling on coaches			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Ensure people are located in a safe place when the coach arrives for pick up and departure • Follow assessments in relation to moving and handling people and baggage • Ensure Travel Agent contracts reputable coach company • Ensure the driver has clamped all occupied wheelchairs correctly and securely • All passengers to be advised to use seat belts where available and driver to be alerted if any are not working 			
Who implements control measures and when	<ul style="list-style-type: none"> • Pilgrimage/Organising Committee • Travel Agent to confirm status of coach companies before excursion 			
Review required	After each coach journey and after the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium

10. Travelling by Fourgon

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Moving and handling people, poor operating practice by Hospitalité de Notre Dame de Lourdes Stagers (HNDL).			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	5	10	High
Who is at risk	Pilgrims travelling on fourgons			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Ensure people are located in a safe place when the fourgon arrives for pick up and moves off after departing • Follow assessments in relation to moving and handling people • Ensure adequate communication between Pilgrimage organisers and HNDL regarding the safe transfer of pilgrims • Any poor practice by fourgon driver will reported to HNDL Offices • All Saint Frai Pilgrims and helpers to use seat belts where available • Ask the driver to clamp all occupied wheelchairs correctly and securely • Liaise with HNDL to ensure an adequate number of staff on the fourgon. However, this might be out of our control 			
Who implements control measures and when	<ul style="list-style-type: none"> • HNDL • Pilgrimage/Organising Committee 			
Review required	After each fourgon journey and after the Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium

11. Travelling by Air

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	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.			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium
Who is at risk	Pilgrims travelling by air			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • All pilgrims should follow current guidance around air travel • Saint Frai pilgrims to wear Edinburgh Pilgrimage photographic identification badge and be easily identified • Ensure sufficient numbers of helpers available to provide necessary support within the airport • Saint Frai Pilgrims should be accompanied by helpers if they leave the allocated gate • Follow assessments in relation to moving and handling people and baggage • Follow Risk Assessment in relation to use of wheelchairs 			
Who implements control measures and when	<ul style="list-style-type: none"> • Pilgrimage/Organising Committee • Travel agent to confirm status of airlines before Pilgrimage 			
Review required	After each flight and after the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	3	3	Low

12. Traffic in Lourdes

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Moving vehicles, narrow roads, narrow or blocked pavements, parked vehicles, many pedestrians, traffic on right			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	4	8	Medium
Who is at risk	All pilgrims but particularly those with sensory impairment			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Helpers and Saint Frai Pilgrims to be alerted to traffic hazards • Saint Frai Pilgrims to be accompanied by helpers at all times when out with Saint Frai • Helpers instructed to use the dedicated wheelchair lane when pushing wheelchairs or pulling voitures (where possible) • Helpers briefed at preparation sessions 			
Who implements control measures and when	<ul style="list-style-type: none"> • Pilgrimage/Organising Committee • All helpers with specific responsibilities for Saint Frai Pilgrims when walking in town 			
Review required	After the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low

13. Excursions

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Water, steep walks, weather, animals, moving traffic, leisure activities			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	4	12	High
Who is at risk	All those travelling on excursion			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Only travel to previously recommended locations • Ensure that the members of the group who are going on the excursion have been assessed as being medically suitable to travel • Be prepared for climatic changes (e.g. wet weather gear, sun block) • Identified Saint Frai Pilgrims to be accompanied by helpers at the location at all times • Refer to traffic hazards assessment • Swimming in the designated pool area only and follow lifeguard instruction at Lac de Lourdes • Life Vests to be worn by all if using a pedalos. Identified person to be a spotter when pilgrims are using a pedalo • Pilgrims to inform Head of Department if they leave the picnic areas e.g. walk around the lake 			
Who implements control measures and when	<ul style="list-style-type: none"> • Pilgrimage/Organising Committee 			
Review required	After excursions and after Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low

14. Taking Part in Torchlight Procession

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Setting fire to yourself or someone else Carrying the statue Petty theft Pilgrims being left at the end			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	4	12	High
Who is at risk	Anyone in the procession			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Wherever practicable, try and stay together with the Archdiocesan Pilgrimage • Saint Frai Pilgrims to be accompanied at all times (including the end of the procession when people may get split up) • People pushing wheelchairs, voitures or tringlots, or holding banners should take extra care and should not carry candles • Only Saint Frai Pilgrims who are capable of holding a candle steadily should be allowed to carry lit candles • Alternative battery operated candles will be provided • Helpers to ensure candles are held away from face and hair and away from the clothes and hair of others in the procession • A designated person to remain behind at the end of the procession to ensure that all sick pilgrims have left the Domaine • All pilgrims made aware of increased opportunity for pick pockets and should keep valuables secure 			
Who implements control measures and when	Pilgrimage/Organising Committee			
Review required	After torchlight procession and after Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

15. High Stations of the Cross

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Steep slopes, uneven pathways, slippery when wet			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	3	3	Low
Who is at risk	Anyone undertaking the activity			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Only able-bodied adults who can walk unaided to undertake the activity. • Saint Frai Pilgrims to be accompanied 			
Who implements control measures and when	Pilgrimage/Organising Committee			
Review required	After visit to High Stations and after Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	3	3	Low

16. Riverside Activities in Lourdes

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Cold, deep, fast flowing river (at Lourdes)			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low
Who is at risk	Anyone falling into river (particularly Saint Frai Pilgrims)			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Always ensure activities by riverside or on bridges are supervised so that Saint Frai Pilgrims do not wander off • No ball games in immediate vicinity of river • No one to enter river in Lourdes • Wherever practicable always choose locations for activities where the river is protected by embankments or other barriers 			
Who implements control measures and when	Pilgrimage/Organising Committee			
Review required	After riverside activities and after the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low

17. Adequate Protection for Weather

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Sunburn and exposure to the elements			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	2	6	Medium
Who is at risk	Everyone, especially Saint Frai Pilgrims.			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Sun cream to be applied when necessary • Sun cream to be available for Saint Frai pilgrims • Rainwear is used when necessary • Helpers are aware that voiture hoods can be used in adverse weather • Sun hats to be encouraged 			
Who implements control measures and when	<ul style="list-style-type: none"> • Pilgrimage/Organising Committee • All helpers when outdoors 			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	1	3	Low

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

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Incorrect use of wheeled equipment causing injury to helper and/or sick pilgrim			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	3	3	9	Medium
Who is at risk	Pusher/puller or person being pushed/pulled			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • 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 • Equipment only to be used in locations that are appropriate, e.g. not to be taken on steep ramps • Safety belts and brakes to be used when fitted • All helpers to ensure they wear appropriate footwear 			
Who implements control measures and when	Pilgrimage/Organising Committee			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

19. Saint Frai Evacuation Procedure

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Smoke and fire, entrapment in lifts			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium
Who is at risk	All pilgrims, but particularly Saint Frai Pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Understand the emergency plan for escape in the case of fire and ensure all know where they can find the escape routes, fire extinguishers and fire alarm call points. This will be shared with all Helpers at the practical preparation • Saint Frai Pilgrims encouraged not to use the lifts by themselves • The method of summoning outside assistance needs to be understood by all helpers in the Saint Frai • Ensure that Saint Frai Pilgrims are signed out when leaving the Saint Frai and signed back in on return 			
Who implements control measures and when	Pilgrimage/Organising Committee			
Review required	After the Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium

20. Water Ceremonies and Visits to Bath

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazard	Person being affected by water temperature Moving and handling techniques by members of HNDL Increased risk of abuse			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	5	10	High
Who is at risk	Anyone taking part			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • All pilgrims are fully aware of the practicalities of going to the baths/water service • Information about the baths/water service will be shared with all pilgrims • All Saint Frai pilgrims to be accompanied by a suitable helper when going to the baths • Medical team to be consulted about suitability of participants (including helpers) to go into cold water • Water Service (either outside or back at the Saint Frai) is offered as an alternative to immersion in the baths • Medical team should be present at baths • Observation of HNDL moving and handling techniques and report any concerns immediately to the office 			
Who implements control measures and when	Medical team before and during visit to baths			
Review required	After visits to the baths and after Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium

21. Use of Electrical Equipment by Music Group

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Injury due to accidental contact with electrical equipment and tripping			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	4	8	Medium
Who is at risk	People setting up microphones, speakers, mixers etc.			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Ensure electrical equipment is checked before each Pilgrimage by competent and qualified person • Ensure cables do not constitute a trip hazard • Make members of Music Group aware of possible risks 			
Who implements control measures and when	Director of Music – before and after each setting up			
Review required	After Pilgrimage.			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	4	4	Low

22. Personal Safety of Helpers

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Personal, physical or psychological harm to helpers			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	2	4	Low
Who is at risk	All helpers			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • Briefings at preparation session accompanied by Pilgrimage Booklet • All helpers advised not to go out at night unaccompanied • Contact number cards given out to all helpers 			
Who implements control measures and when	Pilgrimage/Organising Committee of Pilgrimage and YFL Leaders			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	2	2	Low

23. Major Incident

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Terrorist attack, bomb threat, chemical warfare, fire, need for major evacuation			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium
Who is at risk	All pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> Follow the direction of the security guards in domaine or Saint Frai Share major incident guidance with all pilgrims via the Pilgrimage Booklet 			
Who implements control measures and when	Pilgrimage/Organising Committee of Pilgrimage Travel Agent			
Review required	After Pilgrimage or major incident			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	1	5	5	Medium

24. Transfer of care responsibilities for a Saint Frai pilgrim to and/or from another diocese

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Inadequate medical information			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium
Who is at risk	Person being transferred			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • In conjunction with the pilgrim and their family, necessary information will be shared • Collaborative teamwork between Dioceses and Travel Agent • All new Saint Frai pilgrims will be asked to complete a Medical Application Form upon arrival in the Saint Frai • Medical Assessment will be carried out by Chief Doctor and Chief Nurse to create an individualised care plan • Medical Application Form will be provided to the receiving Diocese • Ensure the next of kin is kept up to date through regular communication • All pilgrimages are encouraged to complete the BLMA online training to ensure basic awareness and training 			
Who implements control measures and when	Chief Doctor and Chief Nurse			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

25. Night Shift Safety

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	Reviewed 2022			
Hazards	Lone working Harm to Saint Frai pilgrim due to reduced numbers on shift Harm to Helper due to reduced numbers on shift			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium
Who is at risk	Saint Frai pilgrims and helpers on night shift			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • At least 2 helpers on every night shift of which, at least 1 must be a registered nurse • Visible presence in the atrium at all times • Contact numbers available for staff oncall (Doctor, Nurse, Priest) • Night staff know how to contact security • As far as possible, staff should not be on their own • Staff should not be off the floor on their own 			
Who implements control measures and when	Pilgrimage/Organising Committee of Pilgrimage			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	3	6	Medium

26. COVID

Name of Assessor(s)	Pilgrimage/Organising Committee			
Date of Assessment	May 2022			
Hazards	Contraction of COVID19			
Risk Rating	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	5	10	Medium
Who is at risk	All pilgrims			
Control Measures to reduce the above risk	<ul style="list-style-type: none"> • All pilgrims should be fully vaccinated • All pilgrims should abide by current COVID regulations in France and the UK • All pilgrims will be encouraged to follow COVID mitigations (ie. Hands, face, space) • All pilgrims displaying symptoms, should isolate until a COVID test can be administered • Advice will be provided for all Saint Frai pilgrims in the high risk group • A medical assessment will be carried out of all Saint Frai pilgrims prior to booking • All pilgrims will be encouraged to wear masks on the aeroplane 			
Who implements control measures and when	Pilgrimage/Organising Committee of Pilgrimage			
Review required	After Pilgrimage			
Risk Rating following control measures	Likelihood	Severity	Risk Rating	Risk (H/M/L)
	2	2	4	Low