

Confidential

Risk Assessment

You will need to prepare and submit a risk assessment for your activity. If you are not familiar with this process, please look at planners submitted for previous activities or ask the Safeguarding Officer for help.

Risk Assessment for:		Date:
Assessment undertaken by:	Role:	Date:
Assessment reviewed by:	Role:	Date:
Safeguarding Officer approved:		Date:

Area of risk considered	Likelihood	Severity of risk	Action	Responsibility	Score

The process of doing a risk assessment could use the model below:

Area of risk considered	Likelihood	Severity of risk	Action	Responsibility	Score
Brief summary of the area of risk	Expression of the likelihood of this risk occurring 1 – 2 = low 3 – 4 = medium 6 – 9 = high	How severe the effects of the risk would be 1 – 2 = low 3 – 4 = medium 6 – 9 = high where 1 is a cut and 9 is fatality	An outline of the action taken to cut down the likelihood of the risk happening and/or lessen the potential effects on the organisation	Who is taking responsibility for taking action and reviewing? When will this be reviewed?	Likelihood & severity of risk are multiplied together to enable a quick look at which risks are most serious