Safeguarding Risk Assessment

|  |  |
| --- | --- |
| **Person (including job role) writing this risk assessment:** |       |
| **Main Contact for activity (if different from above):** |       |
| **Event/Activity Name:** |       |
| **Event/Activity description:** |  |
| **Date of event/activity:** |       | **Date risk assessment created:** |       |
| **Location:** | **Campus:** |       |
| **Building:** |  |
| **Room:** |  |
| **Location Offsite** | **Name and address:** |  |
| **Online** | **Platform name:** |  |

|  |
| --- |
| **ATTENDEE INFORMATION** |
| **Number of children under 5:** |  | **Number of adult attendees:** |  |
| **Number of children (primary aged – 5-11 years old):** |  | **Number of staff / volunteers:** |  |
| **Number of children (secondary aged – 12 – 15 years old):** |  | **Other:** |  |
| **Number of young people aged 16-18:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk description** | **Risk Rating (see matrix overpage)** | **Precautions / mitigating action to minimise risk** | **Residual risk after mitigating action** | **Emergency actions** |
| **Impact** | **Probability** | **Risk** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment review date:**  |  | **Reviewed by:**  |  |
| **Comments:** |  |

|  |
| --- |
| **Risk Matrix** |
| **Impact of risk**  | **Catastrophic harm****(5)** | **5** | **10** | **15** | **20** | **25** |
| **Significant harm****(4)** | **4** | **8** | **12** | **16** | **20** |
| **Moderate harm****(3)** | **3** | **6** | **9** | **12** | **15** |
| **Minor harm****(2)** | **2** | **4** | **6** | **8** | **10** |
| **No harm****(1)** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare****(1)** | **Unlikely****(2)** | **Possible****(3)** | **Likely****(4)** | **Almost certain****(5)** |
| **Probability of risk occurring** |