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** | | | | | |