

Activity risk assessment

Local Meeting			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

1. Create a 'risk rating'

Use the table(s) starting on p. 3. Use as many as are necessary, and create more on continuation sheets if you need to do so.

- Decide approximately how severe (S) the harm could be
- Decide the likelihood (L) that this will happen (L)
- Give each of the Severity and Likelihood a score of between 1 (low) and 5 (high) according to this guide

Severity of harm (S) 1 – Trivial (eg discomfort, slight bruising, self-help recovery) 2 – Minor (eg small cut, abrasion, basic first aid need) 3 – Moderate (eg strain, sprain, incapacitation > 3 days) 4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks) 5 – Fatal (single or multiple)	Likelihood that harm will occur (L) 1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent but not frequent) 5 – Very likely (occurs frequently)
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- Multiply these scores together
- Identify the risk score as Low, Medium or High Risk Rating according to this guide

Low Risk 1-8		Continue, but review periodically to ensure controls remain effective
Medium Risk 9-12		Continue, but implement additional reasonably practicable controls where possible and monitor regularly
High Risk 13-25		STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

2. Complete the event/premises information sheet

Use the table on p.2 to gather key elements of information that you would need in the event of an incident or emergency.

Event or premises information sheet

Event/Activity		
Venue Address		
Venue contact number		
Do you have an 'In Case of Emergency' contact for all group members?	Yes / No	
Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Deputy Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Responsible Person for Event (overall in charge of event)	Name	
	Role	
	Mobile	
Off-site Safeguarding Officer (eg AM Safeguarding Coordinator)	Name	
	Role	
	Mobile	
Insurance contact	Name	
	Role	
	Mobile	
Designated private space:		
Helpline contacts:		
Thirtyone:eight	0845 120 4550	
NSPCC	0808 800 5000	
Local Authority contacts:		
Local Authority contact for Children & Young People (see SR1d for the relevant Local Authority contact)		

RISK NO. _____ Who could be harmed and how?	What is already being done to control the risks?	Risk Rating Severity x Likelihood			Risk rating (Low, Med, High)
		S	L	S x L	
What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done		

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