

Risk Assessment Example

Name of organisation: _____

Date: _____

1. What are the hazards?	2. Who might be harmed?	3a. Evaluate the hazard.	3b. What are you already doing?	3c. What further action is necessary.	4. How will you put the assessment into action?
List the hazards.	List who might be harmed.	High: could occur quite easily. Medium: could occur sometimes. Low: unlikely, although conceivable.	List what is already in place to reduce the likelihood of harm or to make any harm less serious.	You need to make sure that you have reduced risks to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with hazards that are high-risk and have serious consequences first. Action by whom. Action by when done.
Hazard Example – Failure of adults to follow guidelines on reporting concerns.	Children may be harmed due to mishandling or non-reporting of child protection concerns.	High.	Adults asked to read/become aware of child protection policy and procedures.	Education through training on child protection awareness workshop.	CPO arranged date of training. Timescale set to train all adults. Complete and ongoing training dates for new staff/volunteers.
Hazard A.					
Hazard B.					
Hazard C.					

5. Review Date:	Signed:
-----------------	---------