Risk Assessment

Insert Name of Organisation – e.g. Anytown Foodbank

This risk assessment template uses a numerical system to assess risk. It is based on the likelihood of something happening and the severity of the consequence if it does.

**How it works**

For each risk, you give a rating (see the key below) between 1 and 5 for

* **Severity** (S) If the identified risk happened, how serious would the consequence be? The rating ranges from a negligible outcome to a potential fatality.
* **Likelihood** (L) How likely is the identified risk to happen? The rating ranges from improbable to almost guaranteed.

You then multiply the 2 numbers together to give a **Risk Rating**. Using the coloured table you can see whether the Risk Rating indicates that you need to take further action to keep people safe.

For example

If you identified that a risk might lead to a major injury (3) and was possible (2) then the Risk Rating would be 6 (3x2). A Risk Rating of 6 is acceptable with suitable controls so you would need to ensure that suitable controls were in place. There is always an element of common sense and judgement involved but you need to demonstrate that you have done your best to identify a risk and taken reasonable measures to avoid it leading to people being harmed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY:** | **S = Severity Rating** | **L = Likelihood of Occurrence** |  | **RR = Risk Rating** |
|  | 1. Negligible | 1. Improbable | **Severity** | **5** | **5** | **10** | **15** | **20** | **25** |  | R | Unacceptable risk, plan out or add further controls |
| 2. Minor Injury | 2. Possible | **4** | **4** | **8** | **12** | **16** | **20** | **O** | Acceptable only if no other method viable and with high level controls in place |
| 3. Major Injury (RIDDOR) | 3. Even chance of occurring | **3** | **3** | **6** | **9** | **12** | **15** | **Y** | Acceptable with suitable controls |
| 4. Admitted as in-patient | 4. Very likely | **2** | **2** | **4** | **6** | **8** | **10** | **G** | Acceptable, no further action required |
| 5. Fatality or life changing injury | 5. Almost guaranteed | **1** | **1** | **2** | **3** | **4** | **5** |  |
|  |  |  | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** |

Risk Assessment

Insert Name of Organisation – e.g. Anytown Foodbank

| **Activity** | **Hazards/Risks****Identified** | **Risk Rating (RR)****(With controls****in place)** | **Control Measures** | **Monitoring****Responsibility** |
| --- | --- | --- | --- | --- |
| **S** | **L** | **RR** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Assessment Prepared by (Name): |  | Signature: |  | Date: |  |
| Risk Assessment Approved by (Name - *someone* *who has authority above that of the person preparing the assessment*): |  | Signature: |  | Date: |  |