



SIGBI Ltd Safeguarding Risk Assessment Template and Guidance for Completing Risk Assessments

Policy owner	Director of Governance
Policy lead	SIGBI Designated Safeguarding Officer
Audience	Members and volunteers
Legislation	See SIGBI Safeguarding Policy January 2021
Formally endorsed by	SIGBI Limited Board 8 January 2021
Endorsement date	January 2021
Review Date	December 2021

Definitions

Hazards are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).

Risk is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards.

Risk management is a dynamic cycle that needs to be repeated to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.

Filling in a Risk Assessment Template Form

What to do?	How to do it?
1. Identify the Hazards	Look at things that can cause harm, injury, or damage, thinking about activity, location, and surroundings
2. Identify all those who may be affected by the hazards	Think about the people around, not just members, who could be harmed, injured, or affected by the activity
3. Estimate the current level of Risk, and precautions in place	See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?
4. Decide if new measures are needed	List actions required to reduce risk. Decide if you want to go ahead
5. Record your findings. Agree actions and timetable	Make sure everyone knows what they are going to do and by when. Make sure it is done and record it.

Risk Matrix

The following table gives a simple way to determine the relative importance of risks. It takes account of the level of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This also includes a judgement as to whether a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it Severe (e.g. very serious harm or abuse occurring or likely to occur, Moderate (e.g. indicators of serious harm and abuse occurring or likely to occur) or Minor (e.g. some indicators of harm or abuse occurring but likely to be minor in nature)?

Next, make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
Probable	Occurs repeatedly / several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Decisions as to whether action is needed can then be made by reference to the following matrix:

Severe	Medium	High	High
Moderate	Low	Medium	High
Minor	Low	Low	Medium
	Remote	Possible	Probable

By using a system such as this to determine risk ratings can help to prioritise your controls.

Checklist for operational risks

When you are considering safeguarding risks, you must make sure you have thought as broadly as possible.

Use this list of questions and add your own particular to the individual risk assessment.

- What activities do you offer?
- Who do you have contact with? Including both information about those people (age, ethnicity, disability, other risk factors) and about how you engage with them (in activities, providing online advice, fundraising).
- Who has direct contact with children and adults at risk (volunteers, members of the public)?
- And do you have Soroptimist recruitment checks, supervision, and training in place to support them?
- What kind of personal and confidential information do you hold or share?
- Does everyone have the right training?
- Is anything likely to block people feeling confident about how to report or raise a concern?
- How do you fund your activities, financial structure/accountability, and safeguards?
- Is there anything that will put that at risk, and if it did what impact will it have on your safeguarding provision?
- Does the school, care home etc have a safeguarding policy and risk assessments in place and have they made you aware of them?
- Who would you be working with?

Important Information:

This Risk Assessment template has been produced as a draft and as an example, it is the Club's responsibility to carefully read these Assessments and amend as necessary so that: -

- (a) they accurately reflect the risks of the activity
- (b) the Control Measures stated are currently in place and
- (c) any Further Actions required can/will be implemented.

Risk Assessment must be reviewed if: -

- (a) circumstances change
- (b) a significant incident occurs and
- (c) at regular intervals (annually is considered good practice or following a significant event/change).

To comply with the requirements of current health and safety legislation, you must action the 'further measures' that have been identified below. It is recommended that you address the recommendations in order of risk priority i.e. High first, followed by Medium, then Low.

Please note these may not be all the hazards and risks requiring attention and you should examine all work activities to assess risks and ensure that adequate control measures are in place.

Risk Assessment

Event/Activity (brief description):	Quiz night	Date of assessment:	Review date: annually or following incident or change
Area being assessed:	Safeguarding	Assessor's name(s): Carol McK	
Host location: <i>Specify name</i>	Carol's Barn	Contact Details	
Duration of Event	2 hours	Children, Young Person, Adults at Risk, or all being assessed	

NB: Elements in blue are for example only

Nº	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<i>Consent to attend the event</i>	e.g. <i>type of abuse and who could be affected</i> <i>Who? Children</i> <i>Adults at risk</i> <i>How? Eg Physical abuse</i>	<ul style="list-style-type: none"> ▪ <i>Have a consent form sent out to attending organisations</i> ▪ <i>Guest list</i> ▪ <i>List of authorised helpers (no unauthorised person allowed to attend)</i> 	Medium	<ul style="list-style-type: none"> ▪ <i>Briefing on individual needs to be met</i> ▪ <i>Sufficient numbers to meet the needs</i> ▪ <i>No personal care provided to individuals</i> 	<i>Reviewed after each event – informs lessons learnt.</i> <i>Further measures to be implemented by</i> <i>Date specify</i>
2.	<i>Consent for photography/ film</i>		<ul style="list-style-type: none"> ▪ 	H/M/L	<ul style="list-style-type: none"> ▪ 	
3.	<i>Consent for social media</i>		<ul style="list-style-type: none"> ▪ 	H/M/L	<ul style="list-style-type: none"> ▪ 	
4.	<i>Staffing ratios</i>		<ul style="list-style-type: none"> ▪ 	H/M/L	<ul style="list-style-type: none"> ▪ 	
5.	<i>Travel arrangements</i>		<ul style="list-style-type: none"> ▪ 	H/M/L	<ul style="list-style-type: none"> ▪ 	
6.	<i>Arrangements for referral of concerns and managing allegations</i>		<ul style="list-style-type: none"> ▪ 	H/M/L	<ul style="list-style-type: none"> ▪ 	

Nº	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
7.	<i>Reading to children in schools</i>		▪	H/M/L	▪	
8.	<i>Care home befriending</i>		▪	H/M/L	▪	
9.	<i>Trips and outings</i>		▪	H/M/L	▪	
10.	<i>Education event / Conference</i>		▪	H/M/L	▪	
11.	<i>Soroptimist events</i>		▪	H/M/L	▪	

Signed and dated by the Project Leader and held by Soroptimist on file:

Position:

Date:

Returned signed Copy to the Project Leader with confirmation date of visit:

Sent by date: