

## Risk Assessment Template

<b>Name of person conducting risk assessment</b>	
<b>Date of assessment</b>	
<b>Activity / task being assessed/ Location ordinance survey grid reference number</b>	
<b>People covered by this risk assessment</b>	
<b>Details of nearest A and E hospital</b>	

<b>Risk</b>	<b>Harm</b>	<b>What is already in place</b>	<b>Severity of impact</b>	<b>Likelihood of harm</b>	<b>Risk Rating</b>	<b>Actions required to lower risk</b>

\*Add more boxes as required.

<b>People who need to be informed about the risk assessment</b>			
<b>Methods of communication (email, printed copy etc.)</b>			
<b>Person responsible for informing others</b>		<b>By when:</b>	
<b>Croft Managers Signature</b>		<b>Date:</b>	

## Risk Rating Guidance

Impact	Likelihood	Risk Rating (Impact x Likelihood)
<p style="text-align: center;"><b>1</b></p> <ul style="list-style-type: none"> <li>• Mild / minor injury, at the most first aid; no time off work / school</li> <li>• Locally resolved complaint</li> <li>• No or minimal impact on service or business / litigation risk remote</li> <li>• Rumours / potential for public concern</li> </ul>	<p style="text-align: center;"><b>1</b></p> <p>Very unlikely, will probably never occur</p>	<p style="text-align: center;"><b>(1 - 6)</b> <b>Low</b></p>
<p style="text-align: center;"><b>2</b></p> <ul style="list-style-type: none"> <li>• Small injury or illness requiring minor intervention; short time off work / school</li> <li>• Verbal / mild complaint</li> <li>• Minor impact on service or business / litigation possible</li> <li>• Local media coverage / adverse publicity</li> </ul>	<p style="text-align: center;"><b>2</b></p> <p>Unlikely, but possible</p>	
<p style="text-align: center;"><b>3</b></p> <ul style="list-style-type: none"> <li>• Moderate injury or illness requiring professional intervention; time off work / school 4 – 14 days</li> <li>• Formal complaint</li> <li>• Moderate impact on service or business / litigation probable</li> <li>• Local media coverage and short term reduction on public confidence</li> </ul>	<p style="text-align: center;"><b>3</b></p> <p>Likely, and quite possible</p>	<p style="text-align: center;"><b>(8 – 12)</b> <b>Medium</b></p>
<p style="text-align: center;"><b>4</b></p> <ul style="list-style-type: none"> <li>• Major illness or injury leading to long-term incapacity / disability; time off work / school &gt;14 days</li> <li>• Low performance rating/ critical report</li> <li>• Major impact on service or business / moderate litigation</li> <li>• National media coverage and long-term reduction in public confidence</li> </ul>	<p style="text-align: center;"><b>4</b></p> <p>Very likely</p>	<p style="text-align: center;"><b>(15 - 25)</b> <b>Major</b></p> <p style="text-align: center;"><b>Any major risks identified you should seek expert guidance.</b></p>
<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Multiple permanent or irreversible health effects; death</li> <li>• Totally unacceptable level of service quality/contracts cancelled/funding withdrawn</li> <li>• Catastrophic impact on service or business / major litigation expected</li> <li>• National media coverage and total loss of public confidence</li> </ul>	<p style="text-align: center;"><b>5</b></p> <p>Almost certain</p>	