

Appendix 5: Risk Assessment

PRIVATE AND CONFIDENTIAL

This form may be used by officers of IOALL in conducting any of the procedures under the Harassment, Bullying and Sexual Misconduct Policy and Procedure, including to assist with determining whether interim measures may be necessary. A separate form needs to be completed for each individual student involved with the case.

This form must be kept strictly confidential, as it may contain special category and/or criminal records data. It should only be shared on a strictly necessary basis.

Student Details

Student Name	
IOALL School	
Programme of Study	
Year of Study	
Date of risk assessment	

The following page contains the Risk Assessment Score System, where a score will be given for both 'likelihood' of the risk occurring, and how serious or extreme the impact of the risk would be, in the view of the assessors. The Overall Score is then calculated by multiplying the likelihood and impact score together for each 'element', to give an overall score for each element, and used to determine whether action is required.

In order that an objective assessment be made, it is recommended that two officers of IOALL complete this form, and that one of the officers be the Director or senior member of staff from either school. Where the above is not possible, for example, due to time constraints or staff availability, this form may be completed by one individual but reviewed and signed off by an additional senior member of staff.

Staff should ensure that form is fully completed and that the dates that the risk assessment is both undertaken, and signed off, are both entered.

A) Risk Assessment Score System

Score	Likelihood <i>This score indicates how likely the risk is to occur, in the view of the assessor(s).</i>	Impact <i>This score indicates, in the view of the assessor(s), how serious/extreme the impact would be.</i>
1	Highly Unlikely	Negligible
2	Unlikely	Minor
3	Possible	Moderate
4	Likely/Probable	Major
5	Highly Likely	Extreme

Overall Score

This score is calculated by multiplying the likelihood and impact score together for each element, to give an overall score for each element.

Table 2

Score	Risk Category
1 – 8	LOW
9 – 15	MEDIUM
16 – 25	HIGH

B) Likelihood Score

<i>Element</i>		<i>Likelihood</i>				
		1	2	3	4	5
		Highly Unlikely	Unlikely	Possible	Likely / Probable	Highly Likely
1	Risk to self					
2	Risk to other students					
3	Risk to staff					
4	Risk to public / others					
5	Risk to successful completion of programme of study					
6	Risk to placement / external activity					
7	Risk to school property					
8	Risk to school reputation					

C) Impact Score

<i>Element</i>		<i>Impact</i>				
		1	2	3	4	5
		Negligible	Minor	Moderate	Major	Extreme
1	Risk to self					
2	Risk to other students					
3	Risk to staff					
4	Risk to public / others					
5	Risk to successful completion of programme of study					
6	Risk to placement / external activity					
7	Risk to school property					
8	Risk to school reputation					

D) Overall Risk Assessment

<i>Element</i>	<i>Likelihood Score</i>	<i>Impact Score</i>	<i>Overall Score (Likelihood Score multiplied by Impact Score)</i>	<i>Comments</i>
1 Risk to self				
2 Risk to other students				
3 Risk to staff				
4 Risk to public / others				
5 Risk to successful completion of programme of study				
6 Risk to placement / external activity				
7 Risk to school property				
8 Risk to school reputation				
<ul style="list-style-type: none"> • ACTION IS REQUIRED WHEN: <ul style="list-style-type: none"> ○ There are three or more MEDIUM RISK categories indicated ○ There is one or more HIGH RISK category indicated 				

<p>Notes regarding overall risk / other risk(s) / pertinent information / additional comments <i>(Please use this box to indicate whether the results of the risk assessment indicate that interim measures are necessary.)</i></p> <p>ACTIONS TO BE TAKEN:</p> <p>ANY OTHER COMMENTS:</p>
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E) Completion of the Risk Assessment

Name(s) of person(s) who completed the risk assessment	Role / Job Title	Signed	Date