Risk Assessment

Risk Assessment for the activity of		**Date**	
Lead Fundraiser		**Assessor**	
Location		**Signed**	

Declaration by lead fundraiser: I confirm that this is a suitable & sufficient risk assessment for the above work activity/task.

Signed		**Print name**		**Date**	

Declaration by users: I confirm that I have read this risk assessment, will implement the controls outlined, and will report to the lead fundraiser any incidents that occur or any shortcomings I find in this assessment.

PART A - Financial

(1) Risk identification - Consider cash handling, online donations, expenses, refunds, fraud, who is responsible for money, and whether appropriate records/receipts are kept.			**(2) Risk assessment**				**(3) Risk management**			
Hazard - What could go wrong?	**Potential Consequences -** What could happen as a result?	**Who might be harmed?** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent** Likelihood	Impact	Score	**Control measures (use the risk hierarchy) -** What is already in place to reduce the risk?	**Residual** Likelihood	Impact	Score	**Further controls (use the risk hierarchy) -** What additional actions are needed?
Example: Money collected at a fundraising event is lost, stolen, or incorrectly recorded.	Example: Financial loss and reputational damage.	Example: Fundraisers, volunteers, University of Southampton	**2**	**5**	**10**	Example: Cash is always kept secure and on a person at all times. Cash is counted and recorded by two people to check for inconsistencies.	**1**	**5**	**5**	Example: arrange a secure cash collection as soon as possible after the event. Go cashless if possible.

PART B – Compliance											
(1) Risk identification - Consider whether the activity needs permission, a license, insurance, specific disclosures, or compliance with fundraising/data-protection requirements. Ensure all activity remains lawful.			**(2) Risk assessment**				**(3) Risk management**			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Example: Fundraising activity does not have required permission or license	Example: Activity may have to stop; potential legal or regulatory consequences	Organiser, fundraisers, volunteers, members of the public	**3**	**5**	**10**	Example: fundraiser organiser to check relevant requirements and permissions before the activity	**1**	**5**	**5**	Example: Organiser to obtain any required permissions/licenses/insurance and retain evidence.

PART C – External risks											
(1) Risk identification – Consider poor weather, venue closure, transport disruption, illness, or another unexpected external event prevents the activity from going ahead safely.			**(2) Risk assessment**				**(3) Risk management**			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Example: Poor weather affects the outdoor fundraising event	Example: Injury, illness, cancellation or reduced attendance.	Example: fundraisers, attendees, volunteers.	**3**	**4**	**12**	Example: Check weather forecast before the event and provide suitable shelter/clothing or wet-weather plan.	**3**	**2**	**6**	Example: Establish a clear cancellation or postponement plan should an indoor option not be obtainable.

PART D – Health and safety risks											
(1) Risk identification - Consider hazards associated with the activity, venue, equipment, food, crowds, traffic, manual handling, fire and health emergency arrangements for both attendees and volunteers.			**(2) Risk assessment**				**(3) Risk management**			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Example: Slips, trips and falls	Example: Someone at the event could hurt themselves and require medical intervention. Potential liability claims.	Example: attendees, volunteers, fundraisers	**2**	**4**	**8**	Example: Steps taken to mitigate the potential for slips, trips or falls such as taping down wires, having clear walkways, and ensuring areas are kept tidy.	**1**	**4**	**4**	Example: xxxx is first aid trained so will be on site should any incidents occur. All volunteers are briefed and trained in the procedure should an incident occur.

PART E – Any other risks											
(1) Risk identification - Consider any other factors or risks.			**(2) Risk assessment**				**(3) Risk management**				
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Example: Vulnerable adult or children safeguarding concern.	Example: Risk of inappropriate behaviour, abuse, exploitation, or an allegation of inappropriate conduct	Example: child or vulnerable adult attendees, volunteers, fundraisers	**2**	**5**	**10**	Example: Avoid one-to-one situations where possible. Ensure appropriate supervision or procedures are in place if a vulnerable person is identified.	**1**	**5**	**5**	Example: Ensure volunteers understand safeguarding expectations and know how to report a concern; consider whether additional checks or trained staff are required for the activity.

PART F – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date

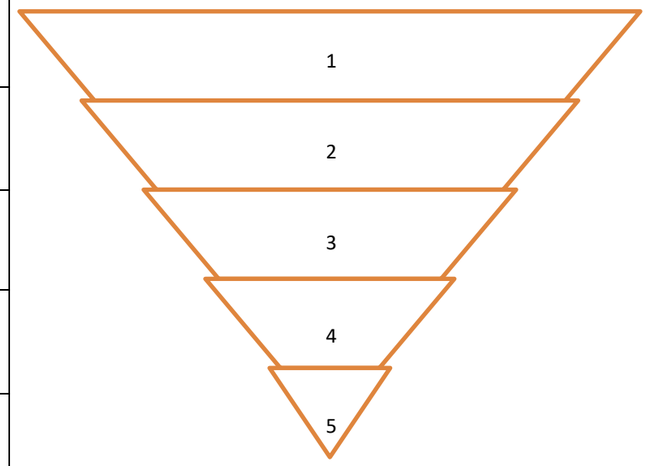
Responsible manager's signature: Print name: Date:	Responsible manager's signature: Print name: Date

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
4. Admin controls	Examples: training, supervision, signage	
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



LIKELIHOOD					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

Impact		Health & Safety
1	Trivial – insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Notes: