 **Appendix 4**

**Support through Studies**

**RISK ASSESSMENT**

*This form is to be used where a School deems it necessary to undertake a risk assessment, either as part of the Support Through Studies procedures, or to identify the appropriate stage of formal Support Through Studies procedures into which a case may be referred.*

1. **Student Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student Number** |  |
| **Programme of Study** |  |
| **Year of Study** |  |
| **Date of risk assessment** |  |

1. **Risk Assessment Score System**

***Table 1***

|  |  |  |
| --- | --- | --- |
| ***Score*** | ***Likelihood***  *This score indicates how likely the risk is to occur, in the view of the assessor(s).* | ***Impact***  *This score indicates, in the view of the assessor(s), how serious/extreme the impact would be.* |
| **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** |

1. **Likelihood Score**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Element*** | | ***Likelihood*** | | | | | |
| **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 and/or other CDD property** |  |  |  |  |  |
| **8** | **Risk to School and/or CDD reputation** |  |  |  |  |  |

1. **Impact Score**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Element*** | | ***Impact*** | | | | |
| **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 and/or other CDD property** |  |  |  |  |  |
| **8** | **Risk to School and/or CDD reputation** |  |  |  |  |  |

1. **Overall Risk Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Element*** | | ***Likelihood Score*** | ***Impact Score*** | ***Overall Score***  *(Likelihood Score multiplied by Impact Score)* | ***Comments*** |
| 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 and/or other CDD property** |  |  |  |  |
| 8 | **Risk to School and/or CDD reputation** |  |  |  |  |
| * **ACTION IS REQUIRED WHEN:**   + There are **three or more** **MEDIUM RISK** categories indicated   + There is **one or more** **HIGH RISK** category indicated   *(see section B, Table 2 for reference)* | | | | | |

|  |
| --- |
| **Notes regarding overall risk / other risk(s) / pertinent information / additional comments** |
|  |

1. **Completion of the Risk Assessment**

*(Where more than one member of staff has completed, or assisted in completing, the risk assessment, all such staff should complete and sign the box below)*

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