

**Appendix 3**

**Emergency Powers of Exclusion and Suspension**

**RISK ASSESSMENT**

*This form is to be used where the School deems it necessary to potentially invoke the Emergency Powers of Exclusion and Suspension, in order to assist with determining the most appropriate action.*

**Student Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student ID Number** |  |
| **Course 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 course** |  |  |  |  |  |
| **6** | **Risk to placement / external activity** |  |  |  |  |  |
| **7** | **Risk to School property** |  |  |  |  |  |
| **8** | **Risk to School 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 course** |  |  |  |  |  |
| **6** | **Risk to placement / external activity** |  |  |  |  |  |
| **7** | **Risk to School property** |  |  |  |  |  |
| **8** | **Risk to School 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 course** |  |  |  |  |
| 6 | **Risk to placement / external activity** |  |  |  |  |
| 7 | **Risk to School property** |  |  |  |  |
| 8 | **Risk to School 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**

*(At least 2 members of staff should complete and sign off this 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |