

**Appendix 3**

<b>Risk assessment form</b>					
College Department:					
Head of Department and contact details:					
Safeguarding Officer and contact details:					
Dates risk assessment written and revised:					
Describe/outline the activity that is under assessment:					
Distribute to all staff, students, volunteers involved in running the activity (list names):					
Risk (Cause and consequences)	Affected Group	Existing Controls (If any in place)	Risk level (See matrix example)	Further Action (If necessary, include names and dates)	
<b>Risk Matrix</b>		<b>Likelihood</b>			
		<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Potential or probable consequences</b>	<b>Severe</b>	High	High	Medium	Effectively Zero
	<b>Moderate</b>	High	Medium	Medium/Low	Effectively Zero
	<b>Insignificant</b>	Medium/Low	Low	Low	Effectively Zero
	<b>Negligible</b>	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero