



Understanding Risk Assessment

Identify - Control - Analyse - Review

Identify the:

- ***People** - Participants and their needs/vulnerabilities
- ***People** - Personnel involved in program – their suitability, skills, knowledge and understanding of child safety.
- ***Program** you wish to run
- *The **Place**/setting/space where program will be held
- ***Document risks in all of the above***

Control the:

- *Risks by looking at **existing controls/mitigations** we have in place to minimise or remove the risk.
- * Where gaps have been identified, what **additional control/mitigations** will be needed.

Analyse the:

- *Risks identified and associated with each of the 3 Risk Areas.
- *Apply the risk matrix to establish likelihood of the risk occurring and the impact it will have on the safety of the participants.

Review the:

- *Activity Risk Assessment to ensure all risks have been identified and adequate controls put in place to minimise abuse/harm to participants.
- *MAaP form when there are any changes to the program to ensure you on track with risk minimisation.
- * Effectiveness of controls put in place once the program has ended OR annually, to evaluate where further improvements can be made.

- **Risk Management Matrix**

| Risk Matrix (TSA Heat Matrix) | | | | | |
|-------------------------------|------------------|-----------------|------------|---------------|-------------|
| LIKELIHOOD | 5 Almost Certain | Medium | Medium | High | Extreme |
| | 4 Likely | Medium | Medium | High | Extreme |
| | 3 Possible | Low | Medium | Medium | High |
| | 2 Unlikely | Low | Low | Medium | High |
| | 1 Rare | Low | Low | Low | Medium |
| | | Negligible 1 | Minor 2 | Moderate 3 | Major 4 |
| | | | | | Severe 5 |
| | | CONSEQUENCE | | | |

| Risk Likelihood Rating | | |
|------------------------|----------------|---|
| 5 | Almost certain | Expected in most circumstances |
| 4 | Likely | Will probably occur in most circumstances |
| 3 | Possible | Could occur at some time |
| 2 | Unlikely | Not expected to occur |
| 1 | Rare | Exceptional circumstances only |

| Risk Consequence Rating | | | >>>>> | | Required Action Guide | |
|-------------------------|----------|--|--|--|-----------------------|---|
| 5 | Severe | Extreme risk with catastrophic impact | Requires immediate action and intervention. Seek consultation where relevant from those persons involved and care team. Escalation Senior Management. | | | E |
| 4 | Major | High impact and would threaten achievement of the service objective(s) | Requires immediate action and intervention. Coordination is essential, and responsibilities strictly delegated. The program manager should be notified where possible. Seek consultation where relevant from those persons involved and care team. | | | H |
| 3 | Moderate | Medium impact and would require significant adjustment to achieve service objective(s) | Requires more intensive monitoring and intervention. Seek consultation where relevant from those persons involved and care team. Manager/supervisor to monitor. | | | M |
| 1/2 | Minor | Low impact and would require some adjustment to achieve service objective(s) | Manage by routine procedures. Requires standard level of ongoing observation and/or monitoring for any signs of escalation, improvement or deterioration. Use staff awareness of client needs/triggers and general mitigation strategies. | | | L |

Applying the Risk Management Matrix

To obtain a risk rating, you need to select a Likelihood and Consequence.

In the Activity Risk Assessment, consider the highest most reasonable rating for Likelihood and Consequence in the Initial Risk rating. This approach helps ensure a realistic assessment of the risk has occurred.

If the rating is too high consider Additional Controls that will reduce the Final Risk rating.

*Controls need to be specific, practical, implementable and effectively reduce or remove the risk identified.

Note: There will always be risks associated with running an activity/program. Ensure that all measures have been considered to either minimise or remove the risks to participants as well as personnel so that the activity/program can safely proceed.

Step 1 - Risk Calculations

Question: *What is the chance/likelihood of the risk occurring?*

*From the table below, consider the risk and the chance/likelihood of that risk occurring, then select a rating from the matrix.

*Click the same rating under **Likelihood** in the MAaP Activity Risk Assessment tab.

| | | |
|---|----------------|--|
| 5 | Almost certain | Expected in most circumstances - Protective strategies are not in place to reduce this harm. |
| 4 | Likely | Will probably occur in most circumstances - Harm is likely to occur despite some protective strategies. |
| 3 | Possible | Could occur at some time - Harm could occur - there are protective strategies in place but it is not entirely eliminated. |
| 2 | Unlikely | Not expected to occur - There are enough protective strategies to prevent this kind of harm from happening. |
| 1 | Rare | Exceptional circumstances only |

Step 2 - Assessing the Consequence

Question: *What impact will the risk have on participants and or the program?*

*Consider what impact the risk will have on participants and or the program if it is not addressed, then select a rating from the matrix.

*Click the same rating under **Consequence** in the *MAaP Activity Risk Assessment* tab.

Note: In the form, the Initial and Final Risk fields will automatically determine the risk level based on the combined selections of **Likelihood** and **Consequence**. For example, if a risk is almost likely to occur and if it should have severe consequences, then the rating of **EXTREME** is automatically calculated.

*Should an **EXTREME** rating be found in the final risk, when the form is submitted, an email is sent to the Approver for review, as well as to the Safeguarding Team. The Safeguarding Consultant may assist the Assessor to reduce the risk rating and then advise the Approver on their decision for approval.